

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: GENERAL COUNSEL I -
Legal Affairs

SALARY GROUP: B25

DEPARTMENT: Office of the General Counsel

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Kristen Worman DATE: 11/10/2021

POSITION #: 035091

I. JOB SUMMARY

Performs moderately complex legal work. Work involves interpreting laws, rules, and regulations; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; assisting in preparing cases for hearings and trials; assisting in drafting and negotiating contracts; and drafting bills for legislative consideration for the agency. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans and organizes legal affairs activities for the agency; reviews laws, rules, and regulations affecting agency operations and administration; provides legislative consultation, guidance, and analyses; provides legal advice on policy decision making; advises on the interpretation, application, and enforcement of agency laws and regulations; assists in the strategic planning process; develops, implements, coordinates, and evaluates policies, procedures, goals, and objectives; and ensures compliance with laws pertaining to the program areas.
 - B. Drafts legal opinions, briefs, documents, reports, and responses; assists in the preparation, development, and review of legislation; assists in developing the agency's position regarding legislative impact; and coordinates provision of legal services to the agency for administrative hearings, non-litigation mediations, contract-related negotiations, and other legal services.
 - C. Interacts with the Office of the Attorney General and agency management on impact of litigation involving the agency, employees, or offices on current policy and procedure; advises the agency on the production of records and information in response to open records requests and related administrative procedures; and reviews subpoenas requiring the appearance of witnesses, records, and documents for third party hearings and civil litigation.
 - D. Provides liaison with agency staff and administrators, other local, state, and federal agencies and organizations, legislative staff, and the public; represents the agency at business meetings, hearings, trials, legislative sessions, conferences and seminars and on boards, panels, and committees; and testifies at hearings, trials, and legislative meetings.
 - E. Identifies, assesses, and mitigates traditional and emerging civil rights and other legal compliance risks; and works with departments during audits, investigations, and other compliance reviews.
 - F. Trains, coordinates, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: GENERAL COUNSEL I -
 Legal Affairs

SALARY GROUP: B25

DEPARTMENT: Office of the General Counsel

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a law school accredited by the American Bar Association with a Master of Laws (LL.M.) or Juris Doctor (J.D.) degree.
2. Four years full-time, wage-earning experience as a licensed attorney or in a legal clerkship.
3. Experience as a legal counsel in a governmental agency preferred.
4. Experience in administrative, contract, criminal, or labor/employment law preferred.
5. Program development experience in a legal field preferred.
6. Experience in health care law, including the Health Insurance Portability and Accountability Act (HIPAA) preferred.
7. Experience in the supervision of employees preferred.
8. Must maintain a current active license to practice law in the State of Texas during employment with the Texas Department of Criminal Justice (TDCJ) through the State Bar of Texas.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws and regulations affecting the Texas Department of Criminal Justice agency operations.
2. Knowledge of legal principles and practices of litigation program administration and management.
3. Knowledge of state government operations and the functions of criminal justice systems.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in administrative problem-solving techniques.
8. Skill to review technical data and prepare technical reports.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: GENERAL COUNSEL I -
 Legal Affairs

SALARY GROUP: B25

DEPARTMENT: Office of the General Counsel

Page 3 of 3

9. Skill in public address.
10. Skill to analyze and solve legal problems and interpret laws and regulations affecting the agency.
11. Skill to review and evaluate the impact of procedures, statutes, rules, regulations, policies, judgments, and litigation on the agency.
12. Skill to plan and organize a legal services program.
13. Skill to prepare legal documents.
14. Skill to train and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.